



**EXECUTIVE OFFICER
VETERANS BOARD
CA DEPARTMENT OF VETERANS AFFAIRS
Governor's Exempt Appointment**



EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

EXAMINATION ANNOUNCEMENT

FINAL FILING DATE: **Until filled**

SALARY: **\$4,134 - \$4,988**

LOCATION: **1227 "O" Street, Sacramento, CA 95814**

Under the general direction from the Chair of the California Veterans Board (CVB) the Executive Officer provides support to the Board and acts as liaison between the Board and the California Department of Veterans Affairs (CDVA). The incumbent demonstrates a high level of responsibility and provides expert assistance on complex and sensitive issues. Duties and responsibilities include but are not limited to:

- Assist the Chair of the CVB and the CVB members in the implementation of policies and procedures for the CDVA.
- Maintains an effective working relationship and acts as the liaison between the CDVA and the CVB. Keeps the CVB members informed on departmental program information and other related data and presents requests for same to the Agency. Advises the CVB on the Agency's Agenda on program policy matters and the establishment of interest rates.
- Arranges for CVB and Committee meetings and hearings, including space logistics and travel accommodations. Prepares and distributes notices of the agendas for meetings as directed by the Chair of the CVB, by complying with Bagley-Keene Open Meeting Act. Keeps records of CVB proceedings and prepares and distributes minutes of such proceedings.
- Oversees the appeal process for veterans who may appeal any decision made by any division of the Agency.
- As a liaison, serves as the CVB's administrative link with other city, county and state agencies, Governor's Office, legislators, veteran groups/organizations, private citizens and local and government agencies in regard to CDVA activities that effect/relate to veterans or veteran issues.
- Develop issue memoranda for consideration by the CVB members; give special briefings on sensitive issues under review. Conduct staff work on projects assigned by the Chair of the CVB.
- Assists and advises the Chair of the CVB and relieves the Chair of administrative detail, ensuring that policy recommendations are carried out and implemented within the various programs of CDVA. Originates correspondence for the Chair or the Board members' signature or respond under own signature, if appropriate.

- Represents the CVB on committees, conferences and various veteran groups meetings.
- In concert with the CDVA Public Information Office, prepares articles for publication in the CDVA newsletters which are distributed statewide to various veteran organizations, the public, other state, local and governmental agencies, the Governor's Office, legislators, the CDVA staff on CVB issues and meetings.
- Analyzes and synthesizes data and other material of the CVB's edification within the framework of interest expressed by the CVB in the exercise of its program policy-making responsibility.
- Updates and maintains the CVB Policy Manual and distributes updates to the CVB and executive staff of the Agency. Prepares correspondence, reports, resolutions and other documents.

All interested applicants must file a Standard State Application (Form 678), www.spb.ca.gov/employment/stateapp.htm complete resume and an Office of the Governor – Application Form <http://appointments.ca.gov/en/form/form.php>, to Danette Baker, Chief, Human Resources Division, CA Department of Veterans Affairs, 1227 “O” Street, Room 402, Sacramento, California 95814. PLEASE *DO NOT*** SUBMIT YOUR APPLICATION DIRECTLY TO THE GOVERNOR’S OFFICE.**

Note: When completing the Office of the Governor – Application Form, the position sought for Veterans Board – California is located in list 1.

Only the most qualified candidates will be interviewed. A recommendation will be made to the Governor’s Office for appointment to this Exempt position.

TDD is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device. (916) 653-1966.